

# Calendar Quick Reference Guide

<http://sites.google.com/a/umn.edu/glearning>

Google is constantly improving its apps, so the interface may not appear exactly as depicted in this guide.

Mail Calendar Documents Sites Contacts webtrn31@ 3 | Calendar settings | Help | Sign out

Search my calendars Show search options

Create event Quick add 1

Jul 11 – 17 2010 Print Refresh Day Week Month 4 Days Agenda

July 2010

My calendars

- Ellery Cortina
- Green Roof Proj
- Tasks

Other calendars

- Add a coworker's calendar
- US Holidays

When: Mon, July 12, 3:00pm – 4:30pm

What: e.g., Breakfast at Tiffany's

Calendar: Ellery Cortina

Create event Edit event details 6

Tasks

Default List

- ☐ QF Project
- ☐ Update Proposal with TQC
- ☐ Update Budget Spreadsheet
- ☐ Check Site
- ☐ Review Volunteer Survey
- ☐ Contact Ashanti

## Create a New Event

1 Click the **Create Event** link to open a form to complete information about the event. You can set events to be recurring, manage notifications, and invite others.

OR - Click the **Quick Add** link and type a brief sentence with the name of the event and when it will occur, e.g., "Dinner w/ Michael 7pm tomorrow."

2 OR - With your cursor, drag directly on the calendar for the date and time you would like to schedule an event. A callout will appear where you can complete the details.

## Manage Calendar Settings

3 Click **Settings** at the top of the screen to set preferences for your calendar, such as global notifications and privacy.

## Open the Task Pane

4 Click the **Tasks Calendar** to open the Task pane on the right side of the screen. The task lists in your Google Calendar also appear in your Gmail Inbox and can be modified in either location.

## View Colleague's Calendar

5 Type a colleague's email address in the **Other Calendars** field and press **Enter**. Their calendar will appear alongside yours in the agenda window. Click their name/email address to turn off their display.

## Edit Events

6 Click on an event and click **Edit Event Details**, or click the meeting title to go directly to the event details.

## Set Reminders

7 Reminders can be either email or pop-up notifications.

## Change Event Privacy

The **Privacy** settings will override the calendar's sharing settings. Selecting **Private** will hide the details from all viewers. Selecting **Public** will display the details for all viewers.

## Create Recurring Event

9 Use the **Repeat** option to create an event that repeats daily, weekly, monthly, or annually.

## Set up Meetings with Others

10 To add people to your event, enter the email address in the **Guests** field. Attendees do not have to be Gmail users to receive a meeting invitation via email. Click **Rooms etc** to book a room or other resource.

11 Click **Find a time** to compare schedules.

Back to calendar Save Discard

Click to add a title

10/13/2010 1:00pm to 2:00pm 10/13/2010 All day Repeat... 9

Event details Find a time 11

Where

Calendar trainb32@umn.edu

Description

Attachment Add attachment

Reminders Email 10 minutes Pop-up 10 minutes Add a reminder 7

Show me as Available Busy

Privacy Default Public Private 8

Learn more about private vs public events

Back to calendar

Add: Guests | Rooms, etc. Enter email addresses Add

Guests can ☐ modify event ☒ invite others ☒ see guest list

Today Wednesday, Oct 13, 2010

Reese Bourgain Ashanti Samara

10am

11am

11:30 - 12:30p Lunch Meeting

12pm

1pm

1p - 2p busy

2pm

3pm